

## **POSITION DESCRIPTION**

### **ORGANISATIONAL CONTEXT**

The Sunway campus of Monash University in Malaysia is located in Bandar Sunway. It was established in 1998 as a partnership between Monash University and the Sunway Group and relocated to a new site in mid-2007. The campus has in excess of 4,500 students and 450 staff.

The Campus complies with the standards imposed by the Malaysian Higher Education Authority. The Campus offers undergraduate and postgraduate programs in six academic schools, namely Arts and Social Sciences, Business, Engineering, Information Technology, Medicine & Health Sciences and Science. It has several administrative units providing a full range of services in support of the academic programs. The Campus complies with all Monash University academic policies. Non-academic policies are developed within the University's policy framework. Here policy refers to formal statements, of policy, procedures, business rules and guidelines.

Within the organisational structure of the campus, the position is located within the Planning unit and reports to the Head, Policy Management and Compliance. The overall objective of the position is to assist in the provision of a broad range of auditing and compliance tasks and assignments.

### **KEY RESULTS AREAS AND RESPONSIBILITIES**

Provide policy support

- Assist in drafting of policies
- Assist in maintaining campus policy database while it is required
- Maintain an effective and accurate Policy Management and Compliance webpage and Intranet
- Prepare reports on policy development

Support the campus's compliance framework

- Assist in the implementation of the compliance framework including training of staff on the compliance framework
- Assist in maintaining effective compliance framework

Undertake internal audit activities to monitor effectiveness of systems in place and to promote continuous improvement

- Assist in planning and implementing audit activities
- Execute internal audit plan and conduct internal audit field-work
- Prepare draft audit reports highlighting discrepancies and shortcomings and recommend remedial actions to be taken
- Coordinate with Heads of Schools and Administrative units on internal audit requirements
- Liaise with authorities, where necessary, to ensure that campus complies with relevant legislation and regulations
- Perform ad hoc review/ investigation as directed
- Execute other functions related to the unit as required

### **KEY SELECTION CRITERIA:**

1. A degree or professional qualification from a recognised university or institution in an area relevant to the duties.
2. Relevant working experience in an audit environment (educational institution) preferred.
3. Knowledge of the Malaysian education system and an understanding of key issues relating to the provision of private tertiary education in Malaysia, and related audit requirements.
4. Ability to act with discretion on matters of confidential nature.
5. High level written and verbal communication skills, along with the ability to synthesise recommendations and proposals with minimum direction.
6. Highly developed conceptual, analytical and problem solving skills.
7. Excellent interpersonal skills.
8. Substantial experience in team dynamics.

**Note: The position description is subject to change as the position and its responsibilities evolve.**

**OTHER JOB RELATED INFORMATION:**

Nil